

## **STATEMENT OF ASSURANCES OF COMPLIANCE WITH FEDERAL LAW - MEMORANDUM OF DESIGNATED EMPLOYEE**

The Rogers City Area Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, and it is the policy of the Rogers City Area School District that no person shall, on the basis of race, color, religion, national origin of ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. For information, contact the Superintendent of Schools, 1033 West Huron Avenue, Suite B, Rogers City, Michigan 49779; phone: 989-734-9100.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

### ***Nondiscrimination***

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

### ***Complaint Procedure***

#### **Section I**

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator,

Superintendent of Schools  
Rogers City Area Schools  
1033 W. Huron Avenue, Suite B  
Rogers City, MI 49779

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights.

#### **Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps:

##### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The District's Coordinator, will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.